

# BREAKBULK CHINA 2016

Shanghai World Expo Exhibition & Convention Center (SWEECC)  
Shanghai, China

Welcome to **Breakbulk China 2016!** Thank you for exhibiting with us for this special event.

At Breakbulk, we strive to provide you with the best exhibiting experience. We help you get organized by creating an all-inclusive exhibitor's service manual. Everything you need to plan your exhibit is contained within this manual. We encourage you to thoroughly read the Breakbulk Exhibitor Manual (along with the separate [Rules & Regulations](#) and [Deadlines & Checklist form](#)) to help you disseminate information to your staff, colleagues and customers.

Please make note of these important dates:

Dates	Action	Location	Time
Monday, 14 March 2016 – Tuesday, 15 March 2016	<a href="#">Educational Workshops</a>	InterContinental Shanghai Expo Hotel, 3 <sup>rd</sup> Floor	Registration opens at 08:00 (8:00 am)
Monday, 14 March 2016	<a href="#">Contractor Only Move In (Raw Space Only)</a>	Shanghai World Expo Exhibition & Convention Center Hall 3, 2 <sup>nd</sup> Floor (SWEECC)	08:30 – 18:30 (8:30 am – 6:30 pm)
Tuesday, 15 March 2016	<a href="#">Contractor &amp; Exhibitor Move In (Raw Space &amp; Shell Scheme)</a>		07:30 – 20:30 (7:30 am – 8:30 pm)
Wednesday, 16 March 2016	<a href="#">Evening Cocktail Reception &amp; Networking</a>	Shanghai World Expo Exhibition & Convention Center Hall 3, 2 <sup>nd</sup> Floor (SWEECC)	10:00 – 17:30 (10:00 am – 5:30 pm)
Wednesday, 16 March 2016 – Thursday, 17 March 2016	<a href="#">Exhibition &amp; Conference Sessions</a>		10:00 – 16:00 (10:00 am – 4:00 pm)
Thursday, 17 March 2015	<a href="#">Contractor &amp; Exhibitor Breakdown</a>	Shanghai World Expo Exhibition & Convention Center Hall 3, 2 <sup>nd</sup> Floor (SWEECC)	17:00 – 21:30 (5:00 pm – 9:30 pm)

The following exhibitor manual contains a Deadlines & Checklist document to ensure you are submitting all mandatory and relevant information in a timely manner. Kindly keep this information readily available to avoid missing submission dates.

At any time, should you need additional assistance, our exhibition team is here to assist you. A list of our team members follows this welcome letter. We look forward to working with you over the next few months and seeing you soon in Shanghai, China!

Best regards,

**Gary Tang**

Sales Manager, Asia/Middle East/India  
Breakbulk Events & Media (China) Ltd.

**Mira Jones**

Event Operations Manager  
Breakbulk Events & Media (China) Ltd.

**Evan Gong**

Event Operations Manager (China)  
Breakbulk Events & Media (China) Ltd.

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## (A) Contact Details for Organiser

<p>Breakbulk Events &amp; Media (China) LTD. Room 617, No. 3, Lane 900 Qu Yang Road, Hongkou District Shanghai</p> <p>Please Note: If an address is required for your <b>Certificate of Insurance (COI) Form</b>, please use the one above.</p>
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Event Operations & Management:	Exhibitor Operations or Technical Assistance: Exhibitor COI, Stand Rendering & Risk Assessments
<p><b>Ms. Mira Jones</b> <i>Event Operations Manager</i> Phone: +1 908 723 8176 <a href="mailto:mjones@breakbulk.com">mjones@breakbulk.com</a></p>	<p><b>Mr. Evan Gong</b> <i>Event Operations Manager (China)</i> Phone: +86 13817069203 <a href="mailto:Bbchinaops@breakbulk.com">Bbchinaops@breakbulk.com</a></p>
<p><b>For exhibitor questions and/or services, please contact our official stand builder/contractor:</b></p>	
<p><b>Pico IES Group (China) Co Ltd</b> Ms. Sherry Li <a href="mailto:sherry.li@cn.pico.com">sherry.li@cn.pico.com</a> +86 21 6010 8968</p>	
Registration & Customer Service (outside China):	Registration Assistance (in China):
<p><b>Ms. Joanna Lenck</b> <i>Event Registration &amp; Customer Service Manager</i> Phone: +1 973 220 4827 <a href="mailto:events@breakbulk.com">events@breakbulk.com</a></p>	<p><b>Ms. Isabella Zou</b> <i>Marketing Manager</i> Phone: +86 21 61400106 <a href="mailto:izou@breakbulk.com">izou@breakbulk.com</a></p>
Event Guide Listing (Company Bio), Sponsor Logo & Event Guide Ad (if applicable)	Visa Letter of Invitations
<p><b>Ms. Dee Cariglino</b> <i>Content Traffic Manager</i> Phone: +1 251 459 0246 (USA CST) <a href="mailto:content@breakbulk.com">content@breakbulk.com</a></p>	<p>To receive a Visa Letter of Invitation, each delegate must have a Breakbulk China 2016 registration confirmation: Please contact <a href="mailto:events@breakbulk.com">events@breakbulk.com</a> for more information.</p>
Sales & Sponsorship:	
<p><b>Mr. Gary Tang</b> <i>Asia Manager</i> Phone: +852 2132 9698 (GMT+8) <a href="mailto:gtang@breakbulk.com">gtang@breakbulk.com</a></p>	<p><b>Mr. Colin Ho</b> <i>Sales Manager, Southeast Asia</i> Phone: +603 7842 9863, x.8186 (GMT+8) <a href="mailto:colin.ho@ite-ap.com">colin.ho@ite-ap.com</a></p>
<p><b>Mr. Jitender Sharma</b> <i>Sales Manager, India</i> Phone: +91 11 4082 8203 (GMT+5:30) <a href="mailto:jitender.sharma@itei.in">jitender.sharma@itei.in</a></p>	<p><b>Ms. Kathleen Pinson</b> <i>Sales Manager, Breakbulk Magazine</i> Phone: +1 678 954 0552 <a href="mailto:kpinson@breakbulk.com">kpinson@breakbulk.com</a></p>
<p><b>Mr. Hamoud Morshed</b> <i>Sales Manager, Middle East</i> Phone: +973 1727 2827 or +966 59 863 6383 (GMT +3) <a href="mailto:hamoud@breakbulk.com">hamoud@breakbulk.com</a></p>	<p><b>Mr. Mohammed Riyad</b> <i>Sales Director, Middle East</i> Phone: +973 1727 2827 or +973 3900 1399 (GMT +3) <a href="mailto:mohammed@breakbulk.com">mohammed@breakbulk.com</a></p>
<p><b>Mr. Kingsley Ekweariri</b> <i>Sales Manager, West / East / North Africa</i> Phone: +353 89 952 4754 (GMT+1) <a href="mailto:kekweariri@breakbulk.com">kekweariri@breakbulk.com</a></p>	<p><b>Ms. Jodi Haigh</b> <i>Sales Manager, South Africa</i> Mobile: +27837109788 or Phone: +27113936262 (GMT+2) <a href="mailto:jodi@breakbulk.com">jodi@breakbulk.com</a></p>
<p><b>Ms. Monika Brzóśka</b> <i>Sales Manager, Poland</i> Phone: +48 61 662 7244 (GMT+2) <a href="mailto:monika@breakbulk.com">monika@breakbulk.com</a></p>	<p><b>Mr. Vladislav Pisklov</b> <i>Sales Manager, Russia</i> Phone: +7 495 935 73 50, x.4142 (GMT+3) <a href="mailto:vladislav@breakbulk.com">vladislav@breakbulk.com</a></p>
<p><b>Ms. Sandra Teixeira</b> <i>Sales Manager, South America</i> Phone: +55 11 5083 6947 (GMT-3) <a href="mailto:sandra@breakbulk.com">sandra@breakbulk.com</a></p>	<p><b>Ms. Christian Thompson</b> <i>Sales Director, America &amp; South America</i> Phone: +1 713 857 7821 (CST) <a href="mailto:cthompson@breakbulk.com">cthompson@breakbulk.com</a></p>

## (B) EXHIBITOR SCHEDULE (IMPORTANT DATES & TIMES)

<b>Contractor Only Move-in Period (for Raw Space only stands):</b>		
Monday, 14 March 2016	08:30 – 18:30 (8:30 am – 6:30 pm)	
Tuesday, 15 March 2016	07:30 – 20:30 (7:30 am – 8:30 pm)	
<b>Main construction work must be finished by 12:00 on Tuesday, 15 March 2016.</b>		
Contractors are strictly required to work within these move-in periods. If contractors wish to work beyond these hours they should contact the Organiser.		
<b>ATTENTION: Freight that exceeds 2.7m*10m (W*H) &amp; load bearing 750 kg/sqm will need to utilize the freight lift to Hall 3. Please contact Evan Gong (<a href="mailto:bbchinaops@breakbulk.com">bbchinaops@breakbulk.com</a>) to be placed on the FREIGHT LIFT LIST by 26 February 2016.</b>		
<b>Exhibitor Move-in Period (for Shell Scheme stands):</b>		
Tuesday, 15 March 2016	07:30 – 20:30 (7:30 am – 8:30 pm)	
<b>Exhibition &amp; Conference Dates &amp; Times:</b>		
	<b>Exhibitor Access Only</b>	<b>Exhibition Open (to all visitors)</b>
Wednesday, 16 March 2016	09:00 – 17:00 (9:00 am – 5:00 pm)	10:00 – 17:00 (10:00 am – 5:00 pm)
Thursday, 17 March 2016	09:00 – 16:00 (9:00 am – 4:00 pm)	10:00 – 16:00 (10:00 am – 4:00 pm)
<b>Contractor &amp; Exhibitor Move-Out:</b>		
Thursday, 17 March 2016	17:00 – 21:30 (5:00 pm – 9:30 pm)	Note: Contractor and Forwarder access for stand break-down & dismantling of electrical installations & removal of heavy exhibits

## (C) EXHIBITOR REMINDER & DEADLINE CHECKLIST

TASK	DUE DATE	LINK	CONTACT INFORMATION
<b>Book Your Hotel / Sleeping Rooms</b>	Based on availability	<a href="#">InterContinental Hotel</a>	<b>InterContinental Shanghai Expo Hotel</b> T: +86 21 3858 1188 <a href="mailto:expo@interconti.com">expo@interconti.com</a>
<i>Hotels are based on availability. For availability, please check the hotels directly via the Breakbulk China website.</i>			
<b>Register your Exhibition Staff</b>	Immediate	<b>Registration Link</b>	<b>Ms. Joanna Lenck</b> (Breakbulk Events & Media) T: +1 201 653 0957 (EST) <a href="mailto:events@breakbulk.com">events@breakbulk.com</a>
<i>This includes any temporary staff assisting during the event. Each delegate must register separately for his or her own badge/pass.</i>			
<b>Submit Company Profile for Event Guide</b>	Monday, 18 January	<a href="#">Event Guide Company Profile Online Form</a>	<b>Ms. Dee Cariglino</b> (Breakbulk Events & Media) T: +1 251 459 0246 (CST) <a href="mailto:content@breakbulk.com">content@breakbulk.com</a>
<i>This is required to be submitted by all participating exhibitors and sponsors. It's advised to submit both English &amp; Chinese translations via the online form.</i>			
<b>Submit Insurance/Liability Declaration Form &amp; Certificate of Insurance</b>	Wednesday, 3 February	<a href="#">Form 2A</a>	<b>Mr. Evan Gong</b> (Breakbulk Events & Media (China) Ltd.) T: +86 21 6140 0106 <a href="mailto:bbchinaops@breakbulk.com">bbchinaops@breakbulk.com</a>
<i>This is required to be submitted by all participating exhibitors. Please submit Form 2A with your Exhibitor Insurance Certificate Documentation.</i>			
<b>Order Insurance (Applicable if you do not have insurance already)</b>	Wednesday, 3 February	<b>Form 2B</b>	<b>Miss Le</b> (Shanghai Renxin Insurance Broker Co, Ltd.) T: +86 21 5108 7550 *1007 <a href="mailto:lx9791@163.com">lx9791@163.com</a>
<i>All exhibitors are required to have insurance. If you do not have insurance, Breakbulk suggests contacting Shanghai Renxin Insurance Broker Co, Ltd.</i>			
<b>Submit Stand Contractor Registration</b>	Wednesday, 3 February	<a href="#">Form 3AB</a>	<b>Mr. Evan Gong</b> (Breakbulk Events & Media (China) Ltd.) T: +86 21 6140 0106 <a href="mailto:bbchinaops@breakbulk.com">bbchinaops@breakbulk.com</a>
<i>All contractors are required to register with Organizers &amp; SWECC pre-arrival. After submitting Form 2B, please pay relevant fees (see "Purchase Stand Contractor Registration").</i>			
<b>Purchase Stand Contractor Registration</b>	Monday, 29 February	<a href="#">SWECC Site</a>	<b>Mr. Evan Gong</b> (Breakbulk Events & Media (China) Ltd.) T: +86 21 6140 0106 <a href="mailto:bbchinaops@breakbulk.com">bbchinaops@breakbulk.com</a>
<i>Please contact Evan Gong for any questions. This SWECC contractor pass registration site is offered in Chinese only.</i>			
<b>Submit Safety Commitment Form (For Erecting/Building Contractor)</b>	Wednesday, 3 February	<a href="#">Form 4A</a>	<b>Mr. Evan Gong</b> (Breakbulk Events & Media (China) Ltd.) T: +86 21 6140 0106 <a href="mailto:bbchinaops@breakbulk.com">bbchinaops@breakbulk.com</a>
<i>This is required by all contractors and to be submitted with Form 3AB.</i>			
<b>Submit Safety Commitment Form (For Transporting Contractor)</b>	Wednesday, 3 February	<b>Form 4B</b>	<b>Mr. Evan Gong</b> (Breakbulk Events & Media (China) Ltd.) T: +86 21 6140 0106 <a href="mailto:bbchinaops@breakbulk.com">bbchinaops@breakbulk.com</a>
<i>This is required by all contractors and to be submitted with Form 3AB.</i>			
<b>Submit Stand Rendering with Dimensions &amp; Risk Assessment</b>	Wednesday, 3 February	<a href="#">Form 5A</a>	<b>Mr. Evan Gong</b> (Breakbulk Events & Media (China) Ltd.) T: +86 21 6140 0106 <a href="mailto:bbchinaops@breakbulk.com">bbchinaops@breakbulk.com</a>
<i>This is required for raw-space exhibitors only. Height cannot exceed 4.5m H for raw space stands. Line drawing with dimensions will be required prior to accessing hall.</i>			
<b>Submit Fascia Name</b>	Wednesday, 3 February	<a href="#">Form 6</a>	<b>Ms. Sherry Li</b> (Pico IES Group (China) Co Ltd) T: +86 21 6010 8968 <a href="mailto:Sherry.li@cn.pico.com">Sherry.li@cn.pico.com</a>
<i>This is required for all shell scheme booths. If both English and Chinese text is required, please submit translation. Pico will not provide translations.</i>			
<b>Submit Stand Fittings Location Form</b>	Wednesday, 3 February	<a href="#">Form 7</a>	<b>Ms. Sherry Li</b> (Pico IES Group (China) Co Ltd) T: +86 21 6010 8968 <a href="mailto:Sherry.li@cn.pico.com">Sherry.li@cn.pico.com</a>

<i>This is required by all shell scheme booths.</i>			
<b>Order Stand Furnishings (Furniture, Floral)</b>	Wednesday, 3 February	<a href="#">Form 8AB</a>	<b>Ms. Sherry Li</b> (Pico IES Group (China) Co Ltd) T: +86 21 6010 8968 <a href="mailto:Sherry.li@cn.pico.com">Sherry.li@cn.pico.com</a>
<i>This is optional for exhibitors and is at the exhibitors' own cost.</i>			
<b>Order Internet (Broadband)</b>	Wednesday, 3 February	<a href="#">Form 8AB</a>	<b>Ms. Sherry Li</b> (Pico IES Group (China) Co Ltd) T: +86 21 6010 8968 <a href="mailto:Sherry.li@cn.pico.com">Sherry.li@cn.pico.com</a>
<i>Free Wi-Fi is not offered by the SWEECC. If internet is required, please purchase directly from Form 8AB. This is optional for exhibitors and is at the exhibitors' own cost.</i>			
<b>Order Inner Booth Cleaning</b>	Wednesday, 3 February	<a href="#">Form 8AB</a>	<b>Ms. Sherry Li</b> (Pico IES Group (China) Co Ltd) T: +86 21 6010 8968 <a href="mailto:Sherry.li@cn.pico.com">Sherry.li@cn.pico.com</a>
<i>Inner booth cleaning is not included with raw space stands. If this is required, please purchase directly from Form 8AB. This is optional for raw space exhibitors and is at these exhibitors' own cost.</i>			
<b>Order Utilities (Electrical, Air, Water)</b>	Wednesday, 3 February	<a href="#">Form 9</a>	<b>Ms. Sherry Li</b> (Pico IES Group (China) Co Ltd) T: +86 21 6010 8968 <a href="mailto:Sherry.li@cn.pico.com">Sherry.li@cn.pico.com</a>
<i>This is optional for exhibitors and is at the exhibitors' own cost.</i>			
<b>Hire Temporary Staff/Hostesses</b>	Friday, 04 March	<a href="#">Form 10</a>	<b>Mr. Hruy Cui</b> (Shanghai Tonggao Information Service System Co., Ltd.) T: +86 21 5013 1308 <a href="mailto:cj@tonggaoinfo.com">cj@tonggaoinfo.com</a>
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
<b>Order Audio Visual (AV)</b>	Friday, 04 March	<a href="#">Form 11</a>	<b>Mr. Kerwin Bao</b> (Zhisheng Conference and Exhibition Service) T: +86 138 1833 0853 <a href="mailto:13818330853@126.com">13818330853@126.com</a>
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
<b>Order Catering</b>	Wednesday, 3 February	<a href="#">Form 12</a>	<b>Mr. Richard Song</b> (Gusto Catering, SWEECC) T: +86 137 95314611 <a href="mailto:minghui@0222@126.com">minghui@0222@126.com</a>
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
<b>Order Shipping Services</b>	Please refer to manual	<a href="#">Shipping Information</a>	<b>Ms. Danielle Potter</b> (WES Group) T: +44 (0) 208 508 2224 <a href="mailto:mailuk@wes-group.com">mailuk@wes-group.com</a>
<i>Please contact WES for any shipping requirements to Breakbulk China. Please read freight deadline information carefully.</i>			

## (D) VENUE SPECIFICATIONS

### Shanghai World Expo Exhibition & Convention Center (Hall 3)

No.850 Bo Cheng Road, Shanghai, 200126, China

Phone: +86 21 2089 3600 / 2089 3638

Fax: +86 21 2089 3615

[www.shexpocenter.com](http://www.shexpocenter.com)

Technical Specification		Hall 3
Area Of The Hall		90mW*185.2mL
Floor Type		Solid Concrete
Floor Bearing		1500kg/ m <sup>2</sup>
Number of Column/Distance		9 Columns with width 80cm Distance is 18m
Elevator		4 Cargo lifts of 5 tons 4 Cargo lifts of 3 tons
		Size of 3 Tons: 2.7 x 1.50 x 2.75m (LxWxH)
		Size of 5 Tons: 3.7 x 2.10 x 2.75m (LxWxH)
Power Supply		3-Phase.5-Line, 380V/220V, 50Hz
Power		To be confirmed
Lighting		300Lux
Height	CLEAR HEIGHT	9.0m
	STAND BUILDING HEIGHT	Standard height of shell scheme is 2.5m For structures exceeding 2.5m, approval must be obtained from the Organisers. <b>The maximum permitted stand height is 4.5m. This is for space-only stands only.</b>
	STAND CONSTRUCTION (ABOVE 2.5M)	If any part of a stand is built above 2.5m, this must not adversely affect the adjacent exhibitors; any decoration including wordings, logos, company names, etc. must be set back at least 1m from adjacent stands. Wall panels facing adjacent stands built over 2.5m must be white/plain. The Organisers have the right to authorize dismantling or rebuilding of any stand, which does not meet this regulation. Drawings must be submitted to the Organiser for approval. <b>The maximum permitted stand height is 4.5m. This is for space-only stands only.</b>
	STAND CONSTRUCTION - TOWERS/ARCHES	<b>No towers/arches are allowed to be built across the aisles.</b>
	STAND CONSTRUCTION - DOUBLE DECK	<b>No double deck stands are allowed at this event.</b>
Water Supply		24 outlets, each outlet at 25mm(D)
Drainage		60 outlets, each outlet at 25mm(D)
Hang Points		<b>No ceiling rigging in Hall 3. Hang points from the ceiling are not available.</b>
Compressed Air		Normal Pressure: 8.5KG
		Unloading Pressure: 10KG
Fire Protection		Detection and Alarm System, Hydrant, Large Space Sprinkler, Central monitoring system
Width of Hydrant		22cm
Air Conditioning		Central Air Conditioning
Ventilation		Available
Security System		24 hours security patrol, central video surveillance and sensor alarm system
Broadcasting System		Available
Emergency lighting		Available
Toilet		4 Men's and 4 Women's 4 toilet for the disabled

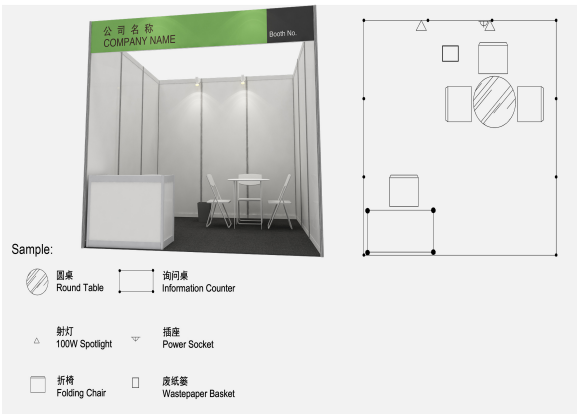
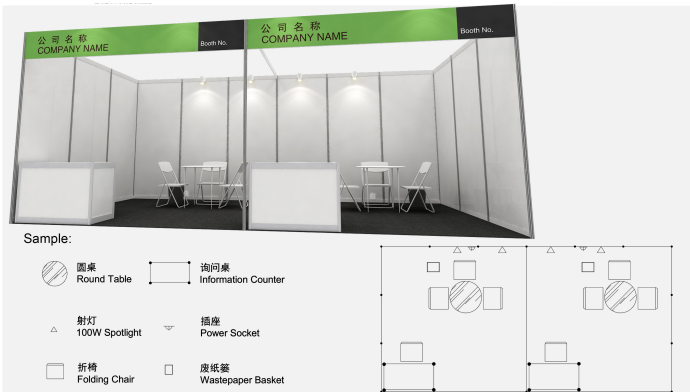
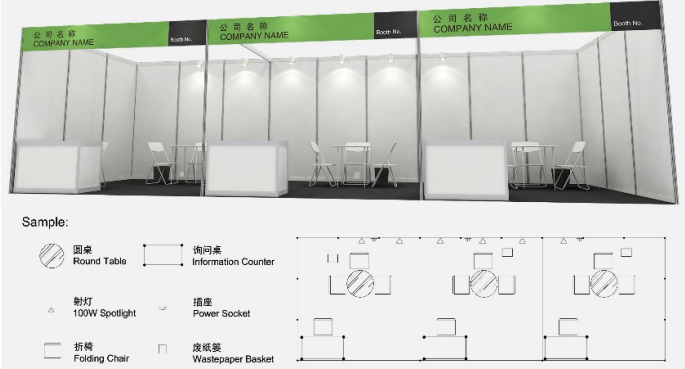
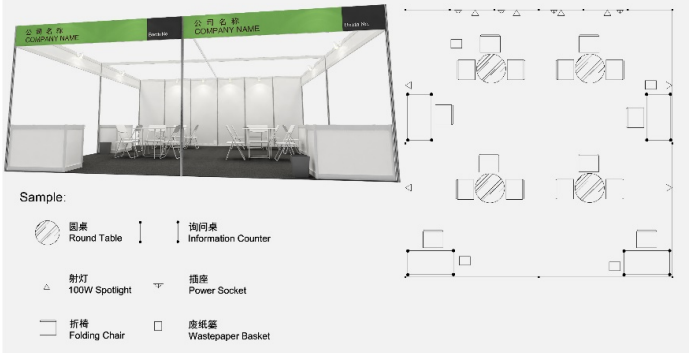
## (E) SHELL SCHEME STAND INFORMATION

Pico IES Group Ltd is the official stand contractor for standard shell scheme construction and electricity supply.  
Pico IES Group (China) Co Ltd, 99 Cao An Roda, Lane4499 Anting Town, Jiading District Shanghai, 201804, China

Contact: **Ms. Sherry Li**  
Phone: +86 21 6010 8968  
[sherry.li@cn.pico.com](mailto:sherry.li@cn.pico.com)  
[www.pico.com](http://www.pico.com)

### STANDARD SHELL STAND PACKAGE (NOT TO SCALE)

(Number of panels depends on dimensions of stand, 1m W per panel)

9 sqm (sample below is an inline booth)	18 sqm (sample below is an inline booth)
 <p>Sample:</p> <ul style="list-style-type: none"> <li>圆桌 Round Table</li> <li>询问桌 Information Counter</li> <li>射灯 100W Spotlight</li> <li>插座 Power Socket</li> <li>折椅 Folding Chair</li> <li>废纸篓 Wastepaper Basket</li> </ul>	 <p>Sample:</p> <ul style="list-style-type: none"> <li>圆桌 Round Table</li> <li>询问桌 Information Counter</li> <li>射灯 100W Spotlight</li> <li>插座 Power Socket</li> <li>折椅 Folding Chair</li> <li>废纸篓 Wastepaper Basket</li> </ul>
27 sqm (sample below is an inline booth)	36 sqm (sample below is an inline booth)
 <p>Sample:</p> <ul style="list-style-type: none"> <li>圆桌 Round Table</li> <li>询问桌 Information Counter</li> <li>射灯 100W Spotlight</li> <li>插座 Power Socket</li> <li>折椅 Folding Chair</li> <li>废纸篓 Wastepaper Basket</li> </ul>	 <p>Sample:</p> <ul style="list-style-type: none"> <li>圆桌 Round Table</li> <li>询问桌 Information Counter</li> <li>射灯 100W Spotlight</li> <li>插座 Power Socket</li> <li>折椅 Folding Chair</li> <li>废纸篓 Wastepaper Basket</li> </ul>

Please refer to the table below for your allocation of items for your Shell Scheme package:

Stand Area in sqm	9	18	27	36	45
All Shell Scheme Packages include stand walls, needle punch carpet, fascia with stand number and company name and inner booth clearing.					
100W Spotlight (SL004)	2	4	6	8	10
13A/220V Socket (Square Pin)	1	2	3	4	5
Information Counter (PF01)	1	2	3	4	5
Folding Chair (EC08)	4	8	12	16	20
Round Table (ET06)	1	2	3	4	5
Waste Paper Basket (EW01)	1	2	3	4	5

Please be reminded that the above items cannot be interchanged with other items. If exhibitors do not require any of the items, no refund will be given.



## (F) STAND CONSTRUCTION AND MANAGEMENT

When an exhibitor appoints an outside contractor to build their stand or an exhibitor builds their stand by themselves (if an exhibitor is building their own stand, they are considered an outside contractor during the move-in/out period), both the exhibitor and contractor must fully understand the following information and regulations. Exhibitors and contractors are expected to comply with any building regulations laid down by the Organiser.

### Fire Prevention Regulations

The Stand Contractors, exhibitors and other sub-licensees and their contractors, sub-contractors, agents and employees shall be in compliance with all local, city and state regulations covering fire and safety.

- On-site contractors shall be fully responsible for construction quality. They shall mitigate the possibility of accidents, such as the collapse of stands, injury or damage of exhibiting facilities caused by faulty design or construction.
- All carpet used in the booth must be flame retardant. The venue will require the contractor to provide the flame retardant license and check the entire carpet before move-in. **The carpet will not be permitted to enter the venue if the contractor cannot provide the flame retardant license.**
- Wooden structural booths must have fireproof treatment; light boxes and other heating equipment must be set up with air vents. It is strictly prohibited to have private wires.
- Heating equipment is not allowed to be used during set-up. Welding equipment or other smoke substances are prohibited. Paint cannot be used in the exhibition hall.
- Fire alarms, extinguishers, fire hydrants, fire hoses, emergency exits, etc. shall be kept clear at all times.

### CONTRACTOR INSURANCE

Each Individual Stand Contractor **must** have valid insurance coverage for minimum RMB 5 million against public liability for the entire move-in/out and show period. Individual Stand Contractors are required to present the certificate to the Organisers prior move-in. The Organisers reserve the right to refuse access to Stand Contractors that fail to do so. For details, please refer to [Form 2A](#).

### STAND BUILDING HEIGHT

Standard height allowance for shell scheme is 2.5m. **The maximum height of a raw space (space-only) booth is 4.5m**

### SPECIAL DESIGN (RAW SPACE) EXHIBITORS

Special Design (Space Only) exhibitors are responsible for appointing their own contractors for stand design and construction. It is the raw space exhibitor's responsibility to carpet and furnish their licensed space. All carpets and floor coverings can be affixed with double-sided tape. The use of paint or glue on the floor of the exhibition hall is strictly forbidden. Should any damage occur, it is the exhibitors/appointed contractor's responsibility to meet the costs involved.

All exposed rear surfaces of designs and structures must be decorated unless facing the actual walls of the Exhibition Hall. Please refer to the [Technical Booth Information](#) for more details.

Please refer to the [Exhibitor Deadlines & Checklist](#) sheet for information regarding required forms for ALL Raw Space (Space Only) stands.

The exhibitor (or their appointed contractor) is also responsible for the dismantling of the stand at the end of the show and removing all material used. Failure to do so will result in the automatic forfeit of the total deposit. In addition, the contractor involved will not be permitted to work on future events.

**Where a "Special Design" stand is located adjacent to "Shell Scheme" stand, the wall of the "Shell Scheme" stand is considered rented by that exhibitor and may not be utilized by the "Special Design" stand.**

## ELECTRICAL INSTALLATIONS

1. The installation of electric circuits and electric equipment must be conducted by the persons with a valid electrician operation certificate, and illegal operation is strictly **prohibited**. All electrical operations must comply with the relevant national electric specifications. In cases where there is electrical failure or issues to the circuit, the contractor will bear all financial and operational responsibilities to their booth, surrounding booths, venue and organizers.
2. The distribution boxes for booths must be placed in the cable trench or exhibition unit in the pavilion (and the cable trench cover should not be opened arbitrarily). It is strictly forbidden to put the distribution boxes on a distinct position in the corridor, passage and booth. The electric circuits laid in a hidden place should be protected in a metal tube or flame retardant PVC pipe, and safe distance should be ensured between lamps and inflammables (more than 0.5 m).
3. Electric circuits must be equipped with a shunt switch and protected in trunk casing, in case of extending across the corridor.
4. It is strictly prohibited to place inflammables, a water dispenser and the like around the distribution box.
5. It is strictly forbidden to use, without authorization, the fixed electricity box facilities in the pavilion. All of the electric circuit capacity should be allocated evenly, and the circuits should be laid overhead or by taking effective protection measures; load equipment should have a good grounding device.
6. Wires to be laid should be sheathed wires and must be connected by using dedicated connectors. No flexible wires should be adopted except used as fixture wires.
7. Illumination lamps should be kept away from flammable items by more than 50 cm. Rectifiers for fluorescent lamps, high-pressure mercury-vapor lamps and other illumination lamps should not be installed on inflammables or combustibles.
8. In case of installing enclosed light boxes, vents for sufficient heat dissipation should be provided. The electric circuits and light boxes and other important positions in wooden exhibition units must be treated by more than three-coat fireproof paint.
9. Easily hot electric equipment and high-temperature lamps can be used only after approval; no inflammables, combustibles or other objects should be placed around high-temperature lamps (within one meter). Outdoor electric lighting equipment should be moisture-proof, and moisture-proof and other safety measures should be implemented.
10. It is strictly prohibited to use surface iodine tungsten lamps, halogen tungsten lamps, and neon lamps in the pavilion.
11. All units and people using the pavilion facilities should strictly abide by the above regulations; for any violations, the facility management side will hold the exhibitor & contractors accountable.

## STAND DESIGN DRAWINGS WITH DIMENSIONS

### Special Design (Raw Space) Stands with Dimensions

When Exhibitors sign an Exhibition Space Contract they agree to abide by all the Rules & Regulations and those set out in this Manual, and to ensure that their Contractors abide by them in order to avoid any dispute, you must submit the layout of your stand to the Organisers, for review and approval. All design proposals must conform to all statutory requirements and those set out in this Manual and must include the following:

- Plan view, showing clearly all dimensions, walling and major exhibits.
- Elevation views showing clearly all dimensions, graphics, etc.
- Structural calculations / drawings proving structural stability, weight loadings, etc.
- Details of materials and fire protection.

All drawings should be in a recognized scale not less than 1:50. All plans are to be emailed, before:

**Wednesday, 3 February 2016** in **jpg or PDF format** to:

**Mr. Evan Gong**

+86 13817069203

[bbchinaops@breakbulk.com](mailto:bbchinaops@breakbulk.com)

The design of stands must be such that they can be erected and safely dismantled within move-in/out time available. Contractors should include a Risk Assessment in the design proposal, please see [Form 5AB](#).

## STAND DESIGN DRAWINGS APPROVAL PROCEDURE

Please find below stand approval procedures for your easy reference. Please note that contractor badges will only be made available before move-in upon the stand design drawings approval procedures being completed.

	Action	Quick Reminder
Step 1	The Organisers initiate communication for stand design <b>as soon as possible</b> .	Stand drawing submission deadline: <b>Wednesday, 3 February 2016</b> .
Step 2	Drawings may be forwarded to the Safety Officer for further vetting, along with your returned <b>SAFETY COMMITMENT OF THE ERECTION CONTRACTOR FORM, SAFETY COMMITMENT OF THE TRANSPORT CONTRACTOR FORM</b> and <b>Form 5AB (RISK ASSESSMENT)</b>	<b>Form 4A, Form 4B, &amp; Form 5AB</b> submission deadline: <b>Wednesday 3 February 2016</b>
Step 3	Contractors should take the initiative to submit: 1) <b>Contractor Performance Bond/Deposit</b> to Official Stand Contractor 2) <b>Contractor Insurance Policy</b> to the Organisers <b>before Wednesday 3 February 2016</b>	Performance Bond/Deposit ( <b>Form 3AB</b> ) + Contractor Insurance deadline: <b>Wednesday 3 February 2016</b> . Refer to <b>Form 2A</b> for details.
Step 4	If the Safety Officer requires no further revisions, and provided that the Contractor has settled the contractor performance bond and present the contractor insurance policy, the Organisers will send out details on collection of contractor badges.	

## CLEANING & GARBAGE DISPOSAL

The Organisers will arrange for the general cleaning of the exhibition hall and standard/deluxe/showcase stands, prior to the opening of the exhibition and daily thereafter. For raw space/upgrade stands, exhibitors must arrange daily cleaning of their stand – please arrange with your stand contractor or order this service from Pico (please refer to **Form 8AB (FURNISHINGS, UTILITIES, INTERNET & CLEANING RENTAL)**). All disposals of waste materials etc. during the move-in period are the responsibility of the individual stand contractors concerned. Disposal of contractor's waste materials by the Organisers will result in the contractor's deposit being forfeited.

In the case of 'ready stand' exhibitors bring in shelving and stand fittings; these cannot be left behind at the close of the show. **It is the exhibitor's responsibilities to dismantle all stand fixtures built or brought in by them and remove all waste materials from the Centre at the end of the show.** Failure to comply will result in a charge for the labor and trucking required to dispose of the material.

## CONTRACTOR DAMAGE & PERFORMANCE DEPOSIT

A contractor damage & performance deposit must be paid to the Official Stand Contractor (Pico) on behalf of the Organisers against damages and rubbish disposal along with breaches of guideline on safe working practices and stand building. (Please refer to **Form 3AB (STAND CONTRACTOR REGISTRATION / HALL MANAGEMENT FEE / INSURANCE)** and the **SWECC** site. Access to the site will not be permitted until this deposit has been paid.

## AIR COMPRESSORS / PRESSURIZED CONTAINERS

No Exhibitor may use their own air compressor or pressurized containers within the exhibition hall. For hiring of air compressors, please contact the Official Stand Contractor, Pico directly for quotation.

## NAILING / DRILLING / PAINTING

No nailing, drilling, painting or fixtures of any kind are allowed on the partitions, floor, ceiling or any hall structure. Exhibitors will be liable for any damage to their stands, fixtures & fittings and the exhibition venue.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

Correct footwear protecting against nails, debris and etc. are required for exhibitors/contractors working in the exhibition center during build-up and dismantling. Reflective safety vests are mandatory for all personnel including exhibitors during stand construction period.

Safety helmets are required for working at height. Contractors are required to have any other PPE, which are needed for their work, such as gloves, goggles, masks, and earplugs.

Please refer to Health & Safety Section for full details

## REAR SURFACES OF STANDS

Contractors must have any exposed stand surfaces neatly finished unless the surface is facing the outer wall of the exhibition centre. **The Organisers reserve the right to order modification of any exposed surface and the contractor shall be responsible for the cost.** Exhibitors/contractors are not allowed to put advertising, logos, signs etc. on any rear surface of their stand when this faces or is adjacent to other exhibitor's stand.

## STORAGE

Fire regulations prohibit storage of cartons and literature behind stands and these will be disposed of without prior notice. The Official Freight Forwarder provides a storage service for empty cartons, wooden crates, etc.

For more information, please contact WES below:

**Ms. Danielle Potter** at: [mailuk@wes-group.com](mailto:mailuk@wes-group.com)

## MOVE-OUT INSTRUCTIONS

Neither exhibitors nor appointed contractors are permitted to dismantle any part of their exhibit before the official closing time of **16:00 (4:00 pm) on Thursday 17 March 2016**. Empty crates, boxes and cartons that have been stored with the Official Freight Forwarder will be delivered to your stand at the close of the show. Freight entrances will only be opened after the show has been officially closed. Packing, bringing in carton boxes, trolleys etc. to the show are NOT permitted before **16:00** under any circumstances. The Organisers strongly request that all exhibitors comply with and respect this regulation so as not to prejudice either the sales activities of other exhibitors or the safety of attendees in the show.

**All move-out must be completed by 21:30.**

## (G) Health & Safety / Emergencies

### **EMERGENCY PROCEDURES**

#### **Emergency Number**

Call the SWEECC Customer Service Centre 20893660

This number should be called **first** in the case of an emergency. The venue staff will immediately engage local fire, ambulance and police services as required, and will escort emergency vehicles through the venue.

#### **Useful Telephone Numbers**

Ambulance: +0086-21-120

Police: +0086-21-110

Fire: +0086-21-119

Use these numbers **ONLY** when the Emergency Number is busy or is not answered within six (6) rings.

#### **Emergency Exits**

All emergency exits are marked with green exit signage.

#### **Medical**

In the case of an accident/injury, please take following measures:

- (1) Call the Emergency Number immediately, giving the exact location and details of the accident/injury.
- (2) If possible, help treat/comfort the injured party until qualified help arrives.

#### **Fires**

The venue is equipped with a fire sprinkler and alarm system. Portable hand-held fire extinguishers are also located at each gate inside the halls. If you detect fire or smoke:

- (1) Activate the nearest fire alarm if possible and safe to do so.
- (2) Call the Emergency Number immediately, giving the exact location and details of the fire.
- (3) Leave the exhibition hall immediately by the nearest exit.
- (4) Close doors behind you.

If you hear a fire alarm:

- (1) Remain calm and alert; prepare at once to leave Shanghai World Expo Exhibition & Convention Centre.

#### **Evacuation**

If you hear a fire alarm evacuation announcement or instruction:

- (1) Leave the Shanghai World Expo Exhibition & Convention Centre by the nearest safe exit.
- (2) Follow announcements over the public address system or instructions by Shanghai World Expo Exhibition & Convention Centre staff and/or fire/police officials.
- (3) Once outside the Shanghai World Expo Exhibition & Convention Centre, stay clear of the venue; do not return until it is declared safe to do so by Shanghai World Expo Exhibition & Convention Centre management, or fire/police officials.